



Examination

California State Lands Commission

The California State Lands Commission guarantees equal opportunity to all regardless of race, color, creed, national origin, sex, marital status, religion, political affiliation, ancestry, disability, age, medical condition, sexual orientation, political/religious opinion, or discrimination filing.

It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

MARINE SAFETY SPECIALIST I

THIS IS A PROMOTIONAL EXAMINATION - STATEWIDE - FOR EMPLOYEES OF THE CALIFORNIA STATE LANDS COMMISSION

FINAL FILING DATE: July 27, 2009

WHO SHOULD APPLY

Applicants who meet the minimum qualifications for the **promotional** examination must meet one of the following requirements:

1. Applicants must have a permanent civil service appointment with the California State Lands Commission as of **July 27, 2009**, the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

For persons who are interested in applying for the promotional examination that meet the criteria for either items 2, 3, or 4 above, and examinations are given by more than one department for the same classification, you must select one department in which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list established from the examination in which the person participated. Employees may transfer list eligibility between departments in the same manner as provided for state civil service employees.

HOW TO APPLY: Obtain a State Application (Form 678) at CA State Lands Commission offices, Employment Development Department (EDD) offices, or download an application from the web at www.spb.ca.gov or www.slc.ca.gov. Standard State application (Form 678) must contain an original signature. **Faxed applications will not be accepted.**

Submit applications to:

California State Lands Commission
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202
Attn: Personnel

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

NO WRITTEN TEST REQUIRED

The entire examination will consist of an interview.

QUALIFICATIONS APPRAISAL PANEL INTERVIEW: It is anticipated that interviews will be held in **August/September 2009**.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the Qualifications Appraisal Panel Interview.

Interviews will be scheduled in Long Beach and/or Hercules.

SALARY RANGE: \$4,737 - \$5,710 per month

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the entrance requirements for this examination by **July 27, 2009**, the final filing date.

MINIMUM QUALIFICATIONS

Either I

Experience: Two years of experience in the California state service performing the duties of a Marine Safety Inspector.

Or II

Experience: Four years of progressively responsible maritime or bulk oil transportation experience, or experience in a marine-related environmental program, two years of which must have involved bulk oil transportation or inspection activities in a marine environment. Bulk oil transportation activities include experience working or directing the work at a marine oil terminal, or working or directing work with shipboard cargo transfer systems. Inspection activities include performing or directing others engaged in marine safety inspections, or conducting third-party inspections of bulk oil transfers. (State service applied toward this pattern must have been at a level of responsibility equivalent to a Marine Safety Inspector.)

AND

Education: Equivalent to graduation from college including course work in marine transportation, engineering, environmental sciences, public administration, business administration, or a related field. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis or possession of a valid Unlimited Tonnage Master, Chief Mate, Second Mate, Third Mate, Chief Engineer, or First Engineer Merchant Marine License may be substituted for two years of the education requirement.)

THE POSITION

This is the full journey level of the series. Incumbents work under general supervision to provide marine facility and maritime expertise in the more complex on-going functions of the California State Lands Commission's pollution prevention program. Typical tasks may include conducting annual and spot check inspections; monitoring or overseeing the monitoring of the most complex or highest priority oil transfer operations; overseeing and monitoring of ballast water program elements; inspecting pipelines and monitoring of pipeline testing; analyzing various test results and data; reviewing and making recommendations on operations manuals and amendments; conducting and documenting detailed oil spill inquiries; working with engineering personnel on routine engineering audits, mooring assessments, and structural and electrical engineering inspections; performing comprehensive human factors and management system assessments and presenting findings; assisting in the development of rules and regulations of the California State Lands Commission and reviewing regulations proposed by other State agencies; reviewing Spill Prevention Control and Countermeasures Plans; reviewing Oil Spill Contingency Plans; making presentations to the marine industry and reporting on safety seminars, meetings, and conferences; coordinating regulatory and inspection activities with representatives from other agencies and marine facilities; reviewing marine facility and vessel operating histories and safety data; providing regulatory guidance to marine facility staff; reviewing marine terminal training and certification programs; visiting marine facilities and conferring with facility operations staff; assisting in the review of Environmental Impact Reports; reviewing for compliance with marine facility State lease provisions and mitigation measures; and performing other related work. Incumbents will not supervise but may act as a leadperson or team leader.

SPECIAL PERSONAL CHARACTERISTICS

Keeness of observation; demonstrated ability to act independently; flexibility; and tact.

MARINE SAFETY SPECIALIST I
VW25/8889 EXAM CODE: 10412BH

FINAL FILING DATE: July 27, 2009

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ADDITIONAL DESIRABLE QUALIFICATIONS

Experience in ship handling in harbors and mooring and anchoring of vessels. College level course work in the Environmental Services, Environmental Law, Marine Science, Marine Engineering, Petroleum Engineering, Business Administration, or Public Administration.

POSITION(S) MAY EXIST IN LONG BEACH OR SAN FRANCISCO BAY AREA.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

QUALIFICATIONS APPRAISAL - WEIGHTED 100%

SCOPE:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

- 1. California State Regulations (CCR) regarding: Marine Terminal Inspection and Management, Marine Terminal Personnel Training and Certification, Marine Terminal Oil Pipelines, and Structural Requirements for Vapor Control Systems at Marine Terminals;
- 2. Federal Regulations (CFR) regarding: Facilities Transferring Oil in Bulk, Oil Pollution Prevention Regulations for Vessels, and Oil Transfer Operations;
- 3. Marine terminal petroleum transfer equipment, systems, and procedures;

- 4. Tank vessel and barge petroleum transfer equipment, systems, procedures, and safe mooring practices;
- 5. Safety considerations at marine facilities and for vessels including worker safety, emergency procedures, and cargo characteristics;
- 6. Pipeline systems at marine facilities;
- 7. Offshore moorings, International Safety Guide for Oil Tankers and Terminals, Spill Prevention Control and Countermeasure Plans, the oil transportation industry, and International Standards Organization/International Safety Management Code;
- 8. Effects of oil pollution on the marine environment;
- 9. The causes of marine oil spills;
- 10. The importance of conservation and preservation of the marine environment;
- 11. Human and organizational factors;
- 12. The California Environmental Quality Act and the Environmental Impact Report process;
- 13. The State legislative and regulatory processes.

B. Ability to:

- 1. Act independently;
- 2. Reason logically and creatively;
- 3. Analyze data and present ideas and information effectively;
- 4. Communicate effectively;
- 5. Gain and maintain the confidence and cooperation of governmental, environmental, and industry officials;
- 6. Prepare clear and concise reports;
- 7. Work as an integral member of interdisciplinary teams;
- 8. Use a variety of analytical and research techniques to resolve complex marine facility issues;
- 9. Recommend effective program and regulatory changes;
- 10. Work as a leader, facilitator, or integral member of interdisciplinary teams;
- 11. Use quality management techniques;
- 12. Assume increased responsibilities;
- 13. Complete comprehensive reports;
- 14. Lead and train staff;
- 15. Act independently within the guidelines set forth by the Division.

ELIGIBLE LIST: Names of successful competitors are merged onto the list in order of final scores regardless of date. Eligibility expires 12 months after it is established.

Veterans' Preference **will not** be granted in this examination.
Career Credit Points **will not** be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Lands Commission Personnel Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the State Lands Commission Personnel Office at (916) 574-1910 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, local offices of the Employment Development Department and the State Lands Commission.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the services if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional; 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follows: ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and fifteen (15) points for disabled veterans. Credit in open non-promotional examinations is granted as follows: five (5) points for veterans; and ten (10) points for disabled veterans. Directions for applying for veterans preference points are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board Offices, written test proctors, the State Lands Commission, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

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